



Canadian Fossil Discovery Centre

"The Canadian Fossil Discovery Centre is dedicated to excellence in fossil preservation, research and learning experiences."

Draft Minutes of the CFDC Board of Directors Special Meeting

DATE: December 16, 2016

TIME: 7:00 pm

LOCATION: CFDC Main Office

PRESENT: Brian Fransen (Vice President), Peter Cantelon (Executive Director), Shawn Bugden, Ted Nelson (Secretary), Joel Enns (Treasurer), Chris Leach

ABSENT: Ron Cram

REGRETS: Kevin Campbell (President), Derek Wiebe

After determining that quorum was established, the meeting was called to order at 7:05 pm by meeting Vice President Brian Fransen. Peter Cantelon will take minutes

1. No conflicts of interest were presented.

2. Approval of meeting Agenda.

Motion: Approve the Agenda

Moved by: Ted Nelson

Seconded by: Shawn Bugden

Discussion: None

Motion carried.

3. **Fix the Time to which the Assembly shall Adjourn**

Motion: Move that the Special Board Meeting will adjourn no later than 7:30pm.

Moved by: Ted Nelson

Seconded by: Shawn Bugden

Motion carried.

4. **Presentation of the CFDC 2017 Draft Budget**

Motion: Approve the CFDC 2017 Draft Budget balancing to an Income of \$322,900.

Moved by: Joel Enns

Seconded by: Ted Nelson

Discussion: Peter Cantelon reviewed the draft budget that was previously circulated. He outlined several areas as it related to staffing and the Signature Museum program. In general spending will increase due to this program but will be mostly offset by income from this program. Increased program and admission will require additional staff hours to effectively manage the growth but is expected to have a net positive impact on the bottom line. The Contingency Fund and/or surplus were discussed. Formal guidelines are to be developed. Questions about several line items were addressed.

Motion carried.

5. **Other and New Business -**

None identified.

6. **Adjournment -**

Moved by: Ted Nelson

Seconded by: Shawn Bugden

Meeting adjourned at 7:25pm.

Future meetings:

Board of Directors

January 12, 2017, 7:00 pm CFDC Meeting area

Special Note:

At the conclusion of the meeting after adjournment, Director Chris Leach implored all present to ensure that they all had working Carbon Monoxide detectors in their homes. A recent tragic event in Winnipeg underscored the importance of investing in a good CO detector. It is important to understand the dangers that CO presents to you and your family. This should not be underestimated even if you only heat electrically. There are many sources of CO and small amounts accumulate. It is very cheap insurance and given that symptoms are easily confused with other things (cold, flue, tiredness, headache, etc) until it is often too late, a CO detector is essential.

Approved by:

Ted Nelson - Secretary

Date

Brian Fransen - Vice President

Date